Self-Enrollment Quick Step Guide Pre-retirement Seminar (SPD_00056)

Step	Action
1.	Navigate to this website to begin: https://hr.gmis.in.gov/psp/lmprd/?cmd=login Enter your **User ID** and **Password** into the appropriate field. **A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.** For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
2.	Click the **Self Service** link. *(If you can't locate the Self Service link, click **Main Menu** and then click the **Self Service** link.)* ▷ Self Service
3.	Click the **Learning** folder link.
4.	Click the **Browse Catalog** link.
5.	Select the **State Personnel Department** category/agency link to access the course catalog.
6.	Scroll down until you see **Catalog Items**
7.	Review the catalog offerings by scrolling up and down the page and using the **Next** and **Previous** links in the upper right-hand corner of the screen. *(All courses in each catalog are listed in alpha order)* **Catalog Items** Previous Next
8.	Upon locating the desired training/course title: **Pre-retirement Seminar (SPD_00056)** click the course link or the **Select** link to the right of the course title. Pre-retirement Seminar (SPD_00056) Select This program is designed to assist state employees with advance retirement planning by providing information useful in making informed decisions.
9.	Click the **Enroll** button to enroll into the desired course date. Activity Options for Pre-retirement Seminar 	Activity Code	Type	Start Date	Price		Add to Plan	 	SPD_00056_042716	Instructor Led Training	04/27/2016	0.00 USD	View Details Enroll	Add to Plan	 	SPD_00056_101916	Instructor Led Training	10/19/2016	0.00 USD	View Details Enroll	Add to Plan	 From this page, you may also: (Click the **View Details** button to view additional information about the course. The **Schedule** link will show you the class location after clicking on **Indianapolis, IN** link.)
10.	On the next page, click the **Submit Enrollment** button.